

Finance Committee Meeting  
Village Hall  
June 2, 2015

The meeting of the Finance Committee Meeting met at 5:45pm. Present Pat Hawkey, Russell Cazier and Clerk Strause. Member Todd Klahn was absent.

**Hawkey moved Cazier seconded to approve the minutes of 5/6/2015. Motion carried.**

An update on public internet connection at the community building was given by Clerk Strause. The installation should be done the week of June 8<sup>th</sup> and it can be tested by staff and committees and Village Board members. Discussion followed on how to access the building making keys available to chairman of committees etc. or a central location for storage of the community building keys.

Update on the Local Government Property Insurance Fund and Baer Insurance Refund/RFP's for 2016 coverage was given by Clerk Strause. The refund for 2014 is \$1878.00. Baer Insurance is working on providing policies to replace the Local Government Property Insurance which might include a lower rate increase of 10% versus other predictions of 45 to 50 % increase. Baer Insurance has the information on all Village property, and as they build policies/rates, the Village will be discussing the cost of coverage. The Village's renewal is 4-15-2016. The new insurance company is expected to be formed by 10-1-2015.

Water Utility simplified rate case/rate of return-PSC ruling. Clerk Strause contacted the PSC regarding the Village possibly applying for a 3% Simplified rate case (SRC) with the Village's audited rate of return 5.52%. The PSC benchmark is 5.9% and the SRC would put the rate of return at 8.52%; therefore, the Village is not eligible for the SRC. To complete a full rate study would include a lot more information and is more detailed with a six month lead time. The PSC could allow a greater rate of return dependent on major capital expenses and an overall long term picture of the utility. **Hawkey moved, Cazier seconded to recommend to the Village Board that at this time the rate of return is close to PSC benchmark so the recommendation is no water utility rate increase this year and review again next year. Motion carried.**

**DaneCom agreement** that was handed out at the Village Board in May was discussed. The county sent an email stating that the previous updated agreement did not need to be resigned by the municipalities.

Clerk Strause received information regarding Green County Tax Collection software. The two options were from J Mauel the current company at a cost of \$200.00 per year and Transcendent Tech at a cost of \$550.00 per year. **Cazier moved, Hawkey seconded to recommend to the Village Board to continue using J Mauel for Green County Tax Collection. Motion carried.**

The 2014 Audit report was completed and Clerk Strause sent it to all the Village Board members requesting any questions be sent to her. At this time she has not received any questions from the Village Board. The recommendations from the audit report were discussed. The report recommendation includes need for separation of duties and a separate accountant for transactions but given the size of the Village and limited staff these are not areas that the Village can change at this time. **Cazier moved, Hawkey seconded to recommend to the Village Board approval of the 2014 audit report and if further audit questions by trustees arise the auditors can come to the August Village Board meeting.**

Current Village email system was discussed. Hawkey provided information from discussions with the Computer Know How staff that indicated there is not backup or archival system for Village emails. Hawkey found that emails have been deleted and because these are a public record she felt this is a priority the Village Board needs to deal with. The Computer Know How company provide a system to archive the emails coming into the organization and preserving them as a record and if they are deleted from an individual's email they are not lost

because they were archived when they arrived. The cost is \$8.00 per mailbox per month. Speaking to Heather Kirkpatrick regarding this issue she felt that the Village may be able to receive this service free by going to a Gmail account. Researching this option and any other options was discussed but Hawkey felt that we need to accept the offer by Computer Know How until the end of 2015 to ensure Public Records are protected immediately and give time to research other options. **Hawkey moved, Cazier seconded to recommend to the Village Board approval of Plan 2 from Computer Know How for Village Board and Employee email boxes backup ,recovery,archive to run from June until the end of 2015 to allow for research of other possible options. The cost not to exceed \$1,000.00 taken from restitution funds. Motion carried.**

Invoice #2015-05 Accident of 11/28/2014 – Light Pole cost was discussed and Clerk Strause will follow up with the Brooklyn Police Department regarding committee questions.

Committee members reviewed the following:

2015 Budget expenditures/revenues to-date

Monthly financial balance sheets and collateralization

Summary of Attorney and Engineering Fees

Monthly payroll overtime

Monthly Invoice worksheet

Monthly bills to be presented at June 8, 2015 Village Board meeting.

**Hawkey moved, Cazier seconded motion to adjourn 6:40pm**